



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

Planning Commission Regular Meeting

Wednesday, October 21, 2020 at 6:30 PM

Council Chambers via Zoom Webinar

Webinar ID: 955 9138 2352 Password: 976062

Dial 1 669 900 6833 or +1 253 215 8782 or Toll Free 877 853 5247 or 888 788 0099

CALL TO ORDER, 6:30 P.M.

AGENDA APPROVAL

PUBLIC COMMENTS The public may speak to the Commission regarding matters on the agenda that are not scheduled for public hearing or plat consideration. (3 minute time limit).

RECONSIDERATION

CONSENT AGENDA All items on the consent agenda are considered routine and non-controversial by the Planning Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Planning Commissioner or someone from the public, in which case the item will be moved to the regular agenda.

- A. Decisions and findings document for CUP 20-15 to allow the reconstruction of Wild Honey Bistro restaurant at 106 W. Bunnell Avenue **expected to be provided as a laydown**
- B. Minutes of the October 7, 2020 Planning Commission Regular Meeting – **expected to be provided as a laydown**

PRESENTATIONS / VISITORS

REPORTS

- A. Staff Report 20-64, City Planner's Report **p. 3**

PUBLIC HEARINGS

- A. Staff Report 20-65, Conditional Use Permit 20-16 to add a single family home to a lot with an existing duplex at 4424 Starboard Way. **p. 5**

PLAT CONSIDERATION

PENDING BUSINESS

- A. Staff Report 20-66, Building Height in the Medical Zoning District **p. 23**

NEW BUSINESS

- A. Staff Report 20-67, Revision of the Community Design Manual and Large Retail Standards **p. 25**

INFORMATIONAL MATERIALS

- A. City Manager's Report for the October 12, 2020 City Council Meeting **p. 27**

COMMENTS OF THE AUDIENCE Members of the audience may address the Commission on any subject. (3 min limit)

COMMENTS OF THE STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is Wednesday, November 4, 2020 at 6:30 p.m. All meetings scheduled to be held virtually by Zoom Webinar from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission



City of Homer

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Planning

491 East Pioneer Avenue
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Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

TO: Homer Planning Commission
FROM: Rick Abboud, AICP, City Planner
DATE: October 21, 2020
SUBJECT: Staff Report 20-64 City Planner's Report

City Council

10.12.20

No planning legislation was noted. The purchase of a lot next to Bishop's Beach has been introduced.

Planning Office to serve the EDC

There has been some shuffling of committee staffing duties. Julie will be staffing the EDC and Mike Illg will be staffing PARCAC. We feel that this will be a benefit to both the EDC and Planning Commission. Communication with and input from the EDC is something that we wish to improve. Planning staff support of the EDC will allow them to be better informed on planning items and will provide an opportunity for input as thoughts are developed.

Staffing

I have Julie returning to work full-time remotely until she is cleared after traveling. Currently, Travis is off this week.

Meeting schedule

The Clerks will provide a draft meeting schedule for approval at the next meeting. If you are not familiar, we have only two more regular meetings scheduled this year, the first Wednesday's of November and December.



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Planning

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Staff Report 20-65

TO: Homer Planning Commission
THROUGH: Rick Abboud, AICP, City Planner
DATE: October 21, 2020
SUBJECT: Conditional Use Permit (CUP 20-16)

Synopsis The applicant proposes to construct a dwelling unit in addition to an existing duplex. A Conditional Use Permit (CUP) is required per HCC 21.12.030(m), more than one building containing a permitted principal use on a lot.

Applicant: Scott Switzer Jake Ketelle
PO Box 2491 PO Box 2469
Homer AK 99603 Homer AK 99603

Location: 4424 Starboard Way

Legal Description: T 06S R 13W SEC 16 SEWARD MERIDIAN HM 2018045 MARINER VILLAGE SUB FRALEY REPLAT LOT 5-A BLK 2

Parcel ID: 17927026

Size of Existing Lot: 1.03 Acres

Zoning Designation: Rural Residential District

Existing Land Use: residential

Surrounding Land Use: North: vacant/residential
South: vacant
East: residential
West: vacant/residential

Comprehensive Plan: Chapter 4 Land Use, 1-C-1: Promote infill development in all housing districts. Chapter 4, Goal 1, Objective C, Maintain high quality residential neighborhoods; promote housing choice by supporting a variety of dwelling options.

Wetland Status: Some wetlands may be present on Eastern side of lot. U.S. Army Corp of Engineers review required prior to issuance of a zoning permit.

Flood Plain Status: Not located in a regulatory floodplain.

BCWPD: Not within the Bridge Creek Watershed Protection District

Utilities: Public utilities service the site.

Public Notice: Notice was sent to 22 property owners of 26 parcels as shown on the KPB tax assessor rolls.

ANALYSIS: The applicant is proposing to add a 768 square foot dwelling with a garage to the existing duplex on the lot.

The criteria for granting a Conditional Use Permit is set forth in HCC 21.71.030, Review criteria, and establishes the following conditions:

a. The applicable code authorizes each proposed use and structure by conditional use permit in that zoning district;

Analysis: A third dwelling may be permitted by a Conditional Use Permit per HCC 21.12.030(m). The third proposed dwelling requires a lot of at least 30,000 to meet the minimum requirement of 10,000 square feet per dwelling served by water and sewer found in HCC 21.12.040(a)(3), the lot contains over 44,000 square feet.

Finding 1: Homer City Code authorizes the proposed use and structures with an approved Conditional Use Permit.

b. The proposed use(s) and structure(s) are compatible with the purpose of the zoning district in which the lot is located.

HCC 21.12.010 Purpose: The purpose of the rural residential district is primarily to provide an area in the City for low-density, primarily residential, development; allow for limited agricultural pursuits; and allow for other uses as provided in this chapter.

Applicant: Fulfills the role of residential development stated in the purpose.

Analysis: Compatibility is found with the purpose statement of the district, HCC 21.12.010, “the purpose of the Rural Residential District is primarily to provide an area in the City for low-density, primarily residential, development; allow for limited agricultural pursuits; and allow for other uses as provided in this chapter.” The proposal provides residential development within the dimensional requirements for the district.

Finding 2: The proposed use and structures are compatible with the purpose of the district.

c. The value of the adjoining property will not be negatively affected greater than that anticipated from other permitted or conditionally permitted uses in this district.

Analysis: Many uses in the Rural Residential district have greater negative impacts than would be realized from an additional dwelling. Multi-family dwellings, kennels, pipeline

and railroads may have a greater impact on nearby property values. Assisted living, group care, religious, cultural and fraternal assembly would generate a good deal of traffic and possibly affect property values.

Finding 3: A dwelling in addition to an existing duplex is not expected to negatively impact the adjoining properties greater than other permitted or conditional uses.

d. The proposal is compatible with existing uses of surrounding land.

Analysis: The proposal is surrounded by residential and vacant properties. Residential use is compatible with the existing uses found on surrounding lands.

Finding 4: The proposal is compatible with existing uses of surrounding land

e. Public services and facilities are or will be, prior to occupancy, adequate to serve the proposed use and structure.

Finding 5: Existing public, water, sewer, and fire services are adequate to serve the proposal.

f. Considering harmony in scale, bulk, coverage and density, generation of traffic, the nature and intensity of the proposed use, and other relevant effects, the proposal will not cause undue harmful effect upon desirable neighborhood character.

Analysis: Desirable neighborhood character could be described by a portion of the Purpose statement for the district. The proposal provides residential development within the density allowance for the district. Three dwellings on city water and sewer service in the Rural Residential District requires 30,000 square feet the lot has over 44,000 square feet, thus maintaining density regulations. The intensity is not that above what is commonly found in the district.

Finding 6: The Commission finds the proposal will not cause undue harmful effect upon desirable neighborhood character as described in the purpose statement of the district.

g. The proposal will not be unduly detrimental to the health, safety or welfare of the surrounding area or the city as a whole.

Analysis: The addition of a dwelling does not present a health, safety, or welfare issue for the surrounding area or the city as a whole.

Finding 7: The proposal will not be unduly detrimental to the health, safety or welfare of the surrounding area and the city as a whole when all applicable standards are met as required by city code.

h. The proposal does or will comply with the applicable regulations and conditions specified in this title for such use.

Analysis: Gaining an approved CUP and subsequent zoning permit will allow the project to comply with applicable regulations.

Finding 8: The proposal does or will comply with applicable regulations and conditions specified in Title 21.

i. The proposal is not contrary to the applicable land use goals and objectives of the Comprehensive Plan.

Analysis: This proposal promotes Chapter 4 Land Use, 1-C-1: Promote infill development in all housing districts and 1-C-2, Encourage inclusion of affordable housing in larger developments and affordable housing in general.

Finding 9: The proposal is not contrary to the applicable land use goals and objects of the Comprehensive Plan. The proposal *aligns Goal 1 and Objectives A and B* and no evidence has been found that it is contrary to the applicable land use goals and objects of the Comprehensive Plan.

j. The proposal will comply with the applicable provisions of the Community Design Manual (CDM).

Analysis: The Outdoor Lighting section of the Community Design Manual is applicable. This section encourages outdoor lighting sources to be hidden from public view, to avoid excessive light throw, and to be downward directional lighting.

Condition 1: Outdoor lighting must be downward directional and must not produce light trespass or glare per the CDM and HCC 21.59.030.

Finding 10: Condition 1 will assure that the proposal complies with level one lighting standards and the Community Design Manual.

HCC 21.71.040(b). b. In approving a conditional use, the Commission may impose such conditions on the use as may be deemed necessary to ensure the proposal does and will continue to satisfy the applicable review criteria. Such conditions may include, but are not limited to, one or more of the following:

- 1. Special yards and spaces:** No specific conditions deemed necessary
- 2. Fences and walls:** No specific conditions deemed necessary
- 3. Surfacing of parking areas:** No specific conditions deemed necessary.
- 4. Street and road dedications and improvements:** No specific conditions deemed necessary.
- 5. Control of points of vehicular ingress and egress:** No specific conditions deemed necessary.
- 6. Special provisions on signs:** No specific conditions deemed necessary.
- 7. Landscaping:** No specific conditions deemed necessary.
- 8. Maintenance of the grounds, building, or structures:** No specific conditions deemed necessary.
- 9. Control of noise, vibration, odors or other similar nuisances:** No specific conditions deemed necessary.
- 10. Limitation of time for certain activities:** No specific conditions deemed necessary.
- 11. A time period within which the proposed use shall be developed:** No specific conditions deemed necessary.
- 12. A limit on total duration of use:** No specific conditions deemed necessary.
- 13. More stringent dimensional requirements,** such as lot area or dimensions, setbacks, and building height limitations. Dimensional requirements may be made more lenient by conditional use permit only when such relaxation is authorized by other provisions of the zoning code. Dimensional requirements may not be altered by conditional use permit when and to the extent other provisions of the zoning code expressly prohibit such alterations by conditional use permit.
- 14. Other conditions necessary** to protect the interests of the community and surrounding area, or to protect the health, safety, or welfare of persons residing or working in the vicinity of the subject lot.

PUBLIC WORKS COMMENTS:

FIRE DEPARTMENT COMMENTS:

PUBLIC COMMENTS: None

STAFF COMMENTS/RECOMMENDATIONS:

Planning Commission approve CUP **Staff Report 20-65** with findings 1-10 and the following condition(s).

Condition 1: Outdoor lighting must be downward directional and must not produce light trespass or glare per the CDM and HCC 21.59.030.

Attachments

Application

Site Photo

Public Notice

Aerial Photograph



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
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Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

Applicant

Name: Scott Switzer Telephone No.: (907) 299 4637

Address: PO Box 2451 Homer 99603 Email: Switz-00@yahoo.com

Property Owner (if different than the applicant):

Name: Jake Ketelle Telephone No.: 399 3444

Address: PO Box 2469 Email: jakeketelle@gmail.com

PROPERTY INFORMATION:

Address: 4424 Starboard Way Lot Size: 1.03 ac acres KPB Tax ID # 17927026

Legal Description of Property: T05S R 13W Sec 16 Seward Meridian Hm 2018045
Mariner Village Sub. Final plat lot 5-A Blk 2

For staff use:

Date: 10/9/20 Fee submittal: Amount \$200

Received by: TJB Date application accepted as complete _____

Planning Commission Public Hearing Date: _____

Conditional Use Permit Application Requirements:

1. A Site Plan
2. Right of Way Access Plan
3. Parking Plan
4. A map showing neighboring lots and a narrative description of the existing uses of all neighboring lots. (Planning can provide a blank map for you to fill in).
5. Completed Application Form
6. Payment of application fee (nonrefundable)
7. Any other information required by code or staff, to review your project

Circle Your Zoning District

	RR	UR	RO	CBD	TCD	GBD	GC1	GC2	MC	MI	EEMU	BCWPD
Level 1 Site Plan	x	x	x			x			x			x
Level 1 ROW Access Plan	x	x							x			
Level 1 Site Development Standards	x	x										
Level 1 Lighting			x	x	x	x	x	x	x	x	x	
Level 2 Site Plan			x	x	x		x	x		x	x	
Level 2 ROW Access Plan			x	x	x		x	x		x	x	
Level 2 Site Development Standards			x*	x	x	x	x	x			x	
Level 3 Site Development Standards									x	x		
Level 3 ROW Access Plan						x						
DAP/SWP questionnaire					x	x	x	x			x	

Circle applicable permits. Planning staff will be glad to assist with these questions.

☒ Y/N Are you building or remodeling a commercial structure, or multifamily building with more than 3 apartments? If yes, Fire Marshal Certification is required. Status: _____

☒ Y/N Will your development trigger a Development Activity Plan?
Application Status: _____

☒ Y/N Will your development trigger a Storm water Plan?
Application Status: _____

☒ Y/N Does your site contain wetlands? If yes, Army Corps of Engineers Wetlands Permit is required. Application Status: Complete

☒ Y/N Is your development in a floodplain? If yes, a Flood Development Permit is required.

☒ Y/N Does your project trigger a Community Design Manual review?
If yes, complete the design review application form. The Community Design Manual is online at: <http://www.ci.homer.ak.us/documentsandforms>

☒ Y/N Do you need a traffic impact analysis?

☒ Y/N Are there any nonconforming uses or structures on the property?

☒ Y/N Have they been formally accepted by the Homer Advisory Planning Commission?

☒ Y/N Do you have a state or city driveway permit? Status: complete

☒ Y/N Do you have active City water and sewer permits? Status: complete

1. Currently, how is the property used? Are there buildings on the property? How many square feet? Uses within the building(s)?

The property has one duplex. Both units are occupied it is 768^{sq} ft and 2 levels

2. What is the proposed use of the property? How do you intend to develop the property? (Attach additional sheet if needed. Provide as much information as possible).

rental property. To provide the community with more long term rental housing

- a. What code citation authorizes each proposed use and structure by conditional use permit?

21.12.030 M

- b. Describe how the proposed uses(s) and structures(s) are compatible with the purpose of the zoning district.

Fulfills the role of residential development

- c. How will your proposed project affect adjoining property values?

stated in the purpose

N/A

- d. How is your proposal compatible with existing uses of the surrounding land?

It is the same, residential housing

- e. Are/will public services adequate to serve the proposed uses and structures?

Yes

- f. How will the development affect the harmony in scale, bulk, coverage and density upon the desirable neighborhood character, and will the generation of traffic and the capacity of surrounding streets and roads be negatively affected?

It will have a positive effect adding a new dwelling. Traffic will not be negatively affected

- g. Will your proposal be detrimental to the health, safety or welfare of the surrounding area or the city as a whole?

NO

- h. How does your project relate to the goals of the Comprehensive Plan?
The Comprehensive Plan are online,

ch. 4 goal. 1 increased housing supply

- i. The Planning Commission may require you to make some special improvements. Are you planning on doing any of the following, or do you have suggestions on special improvements you would be willing to make? (**circle each answer**)

1. ☒ Y/☐ N Special yards and spaces.
2. ☐ Y/☒ N Fences, walls and screening.
3. ☒ Y/☐ N Surfacing of parking areas.
4. ☐ Y/☒ N Street and road dedications and improvements (or bonds).
5. ☒ Y/☐ N Control of points of vehicular ingress & egress.
6. ☐ Y/☒ N Special provisions on signs.
7. ☒ Y/☐ N Landscaping.
8. ☒ Y/☐ N Maintenance of the grounds, buildings, or structures.

9. ☒ N Control of noise, vibration, odors, lighting, heat, glare, water and solid waste pollution, dangerous materials, material and equipment storage, or other similar nuisances.
10. ☒ Y/N Time for certain activities.
11. ☒ Y/N A time period within which the proposed use shall be developed.
12. ☒ Y/N A limit on total duration of use.
13. ☒ Y/N Special dimensional requirements such as lot area, setbacks, building height.
14. ☒ Y/N Other conditions deemed necessary to protect the interest of the community.

PARKING

1. How many parking spaces are required for your development? 4
- If more than 24 spaces are required see HCC 21.50.030(f)(1)(b). _____
2. How many spaces are shown on your parking plan? 4
3. Are you requesting any reductions? no

Include a site plan, drawn to a scale of not less than 1" = 20' which shows existing and proposed structures, clearing, fill, vegetation and drainage.

I hereby certify that the above statements and other information submitted are true and accurate to the best of my knowledge, and that I, as applicant, have the following legal interest in the property:

CIRCLE ONE: Owner of record Lessee Contract purchaser

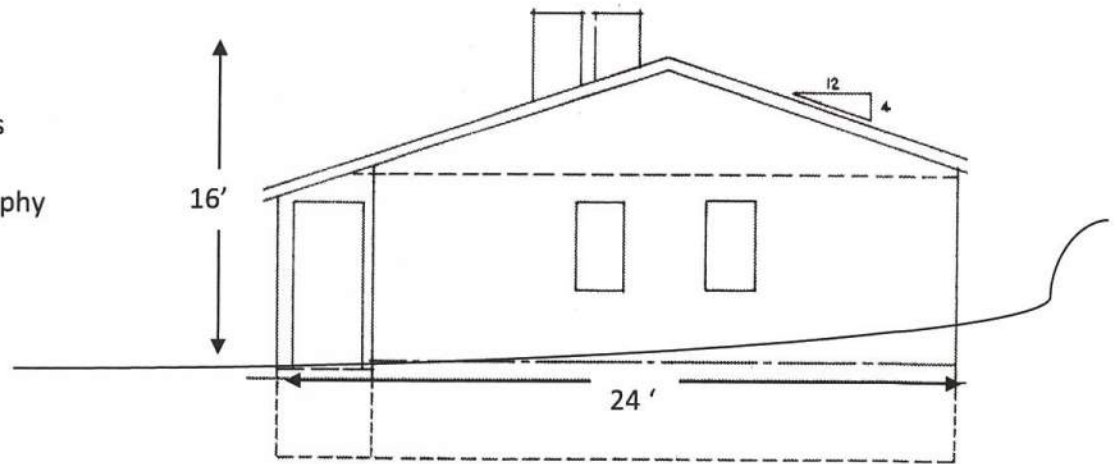
Applicant signature: [Signature] Date: 9/28/2020

Property Owner's signature: Jake Keene Date: 9/28/2020

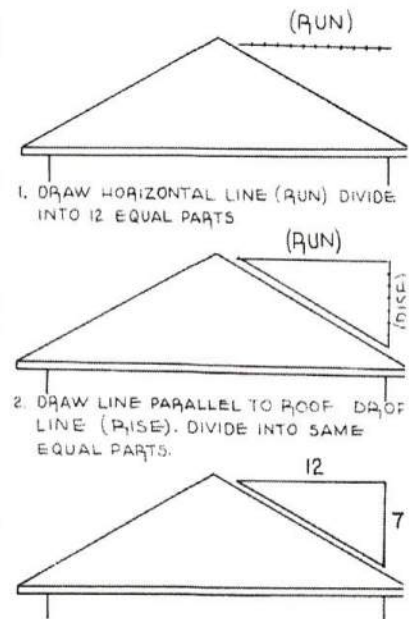
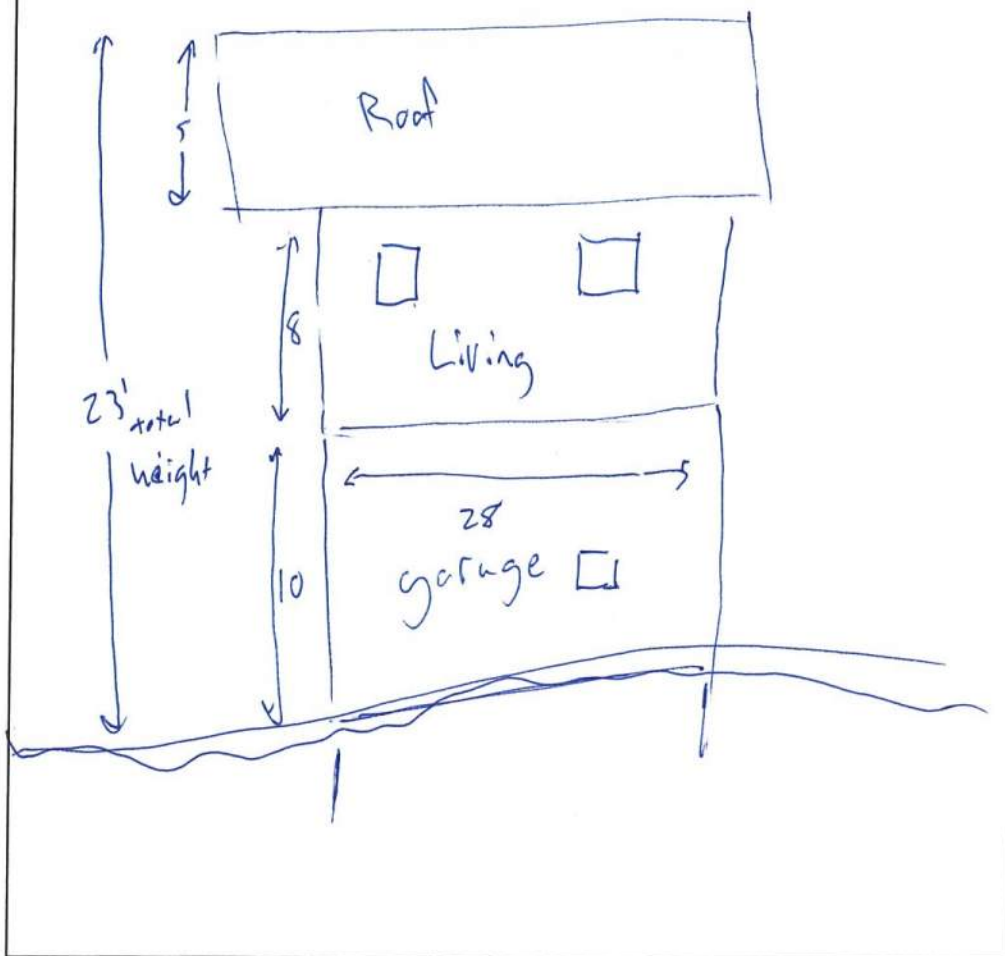


Example building elevation drawing (exterior view)

- ☐ Building height
- ☐ Wall dimensions
- ☐ Grade / topography



Draw your elevation(s) below or provide on separate sheet(s)





PUBLIC HEARING NOTICE

Public notice is hereby given that the City of Homer will hold a public hearing by the Homer Planning Commission on Wednesday, October 21, 2020 at 6:30 p.m. via a virtual meeting, on the following matter:

A request for Conditional Use Permit (CUP) 20-16 to build a single family dwelling on a lot containing an existing duplex at 4424 Starboard Way, Lot 5-A Block 2 Mariner Village Subdivision Fraley Replat, NW ¼, SE ¼ Sec. 16, T. 6 S., R. 13W., S.M., HM 2018045. A CUP is required for more than one building containing a permitted principal use, according to HCC 21.12.030(m).

Anyone wishing to view the meeting packet, attend the virtual meeting, or participate in the virtual meeting may do so by visiting the Planning Commission Regular Meeting page on the City's online calendar at <https://www.cityofhomer-ak.gov/calendar>. This information will be posted by 5pm on the Friday before the meeting.

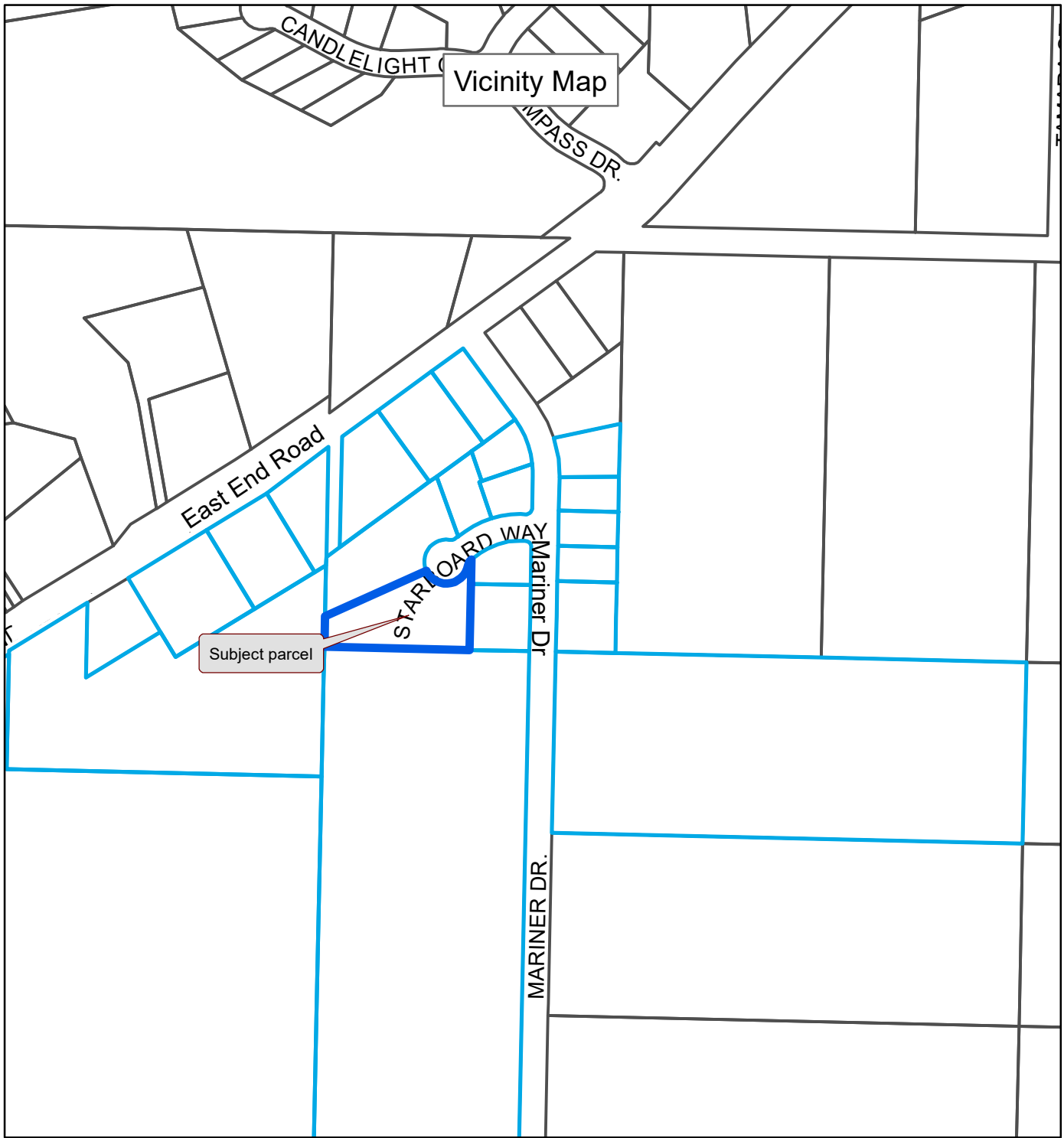
Visit the link above or call the City Clerk's Office to learn how to provide verbal testimony during the meeting via telephone or the Zoom online platform. Written comments can be emailed to planning@ci.homer.ak.us or mailed to Homer City Hall, 491 E. Pioneer Ave., Homer, AK, 99603. They may also be placed in the Homer City Hall drop box at any time. Comments must be received by 4pm on the day of the meeting.

If you have questions or would like additional information about the proposal, please contact Travis Brown with the Planning and Zoning Office at 235-3106. If you have questions about how to participate in the virtual meeting, please contact Renee Krause with the City Clerk's Office at 235-3130.

NOTICE TO BE SENT TO PROPERTY OWNERS WITHIN 300 FEET OF PROPERTY

.....

VICINITY MAP ON REVERSE



City of Homer
Planning and Zoning Department

10.8.20

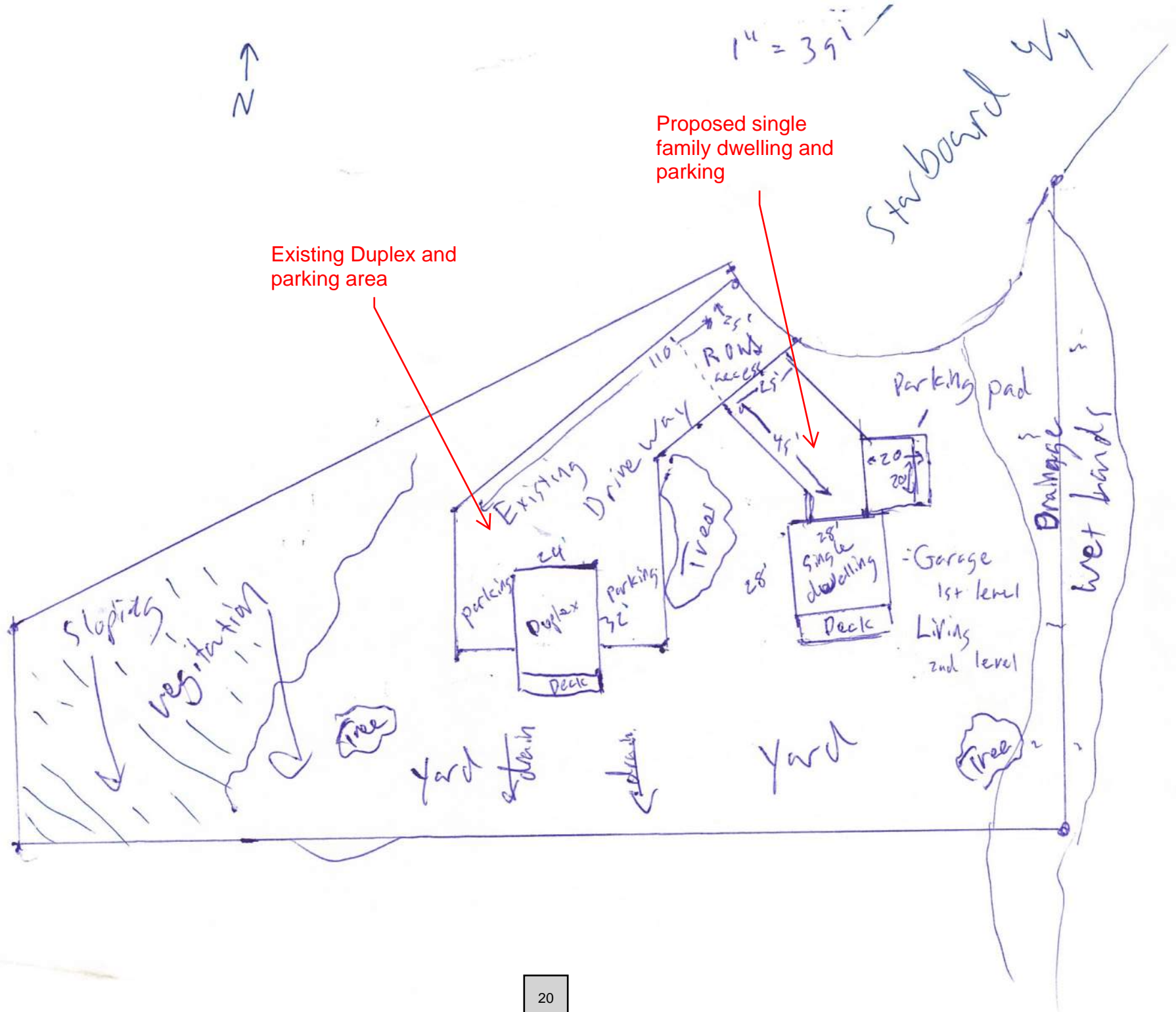
Request for CUP 20-16 for more than one building containing a permitted principal use at 4424 Starboard Way

Marked lots are within 300 feet and property owners notified.

0 150 300 Feet

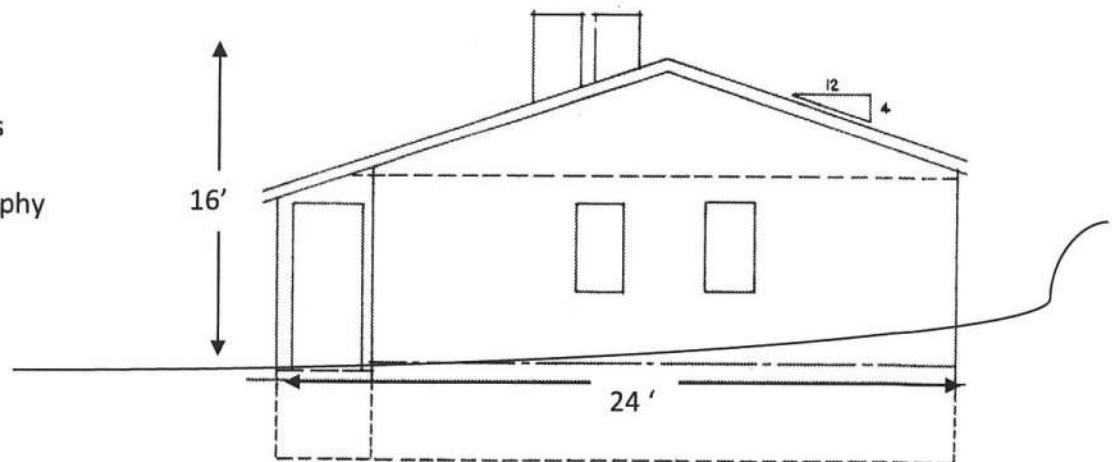


*Disclaimer:
It is expressly understood the City of Homer, its council, board, departments, employees and agents are not responsible for any errors or omissions contained herein, or deductions, interpretations or conclusions drawn therefrom.*

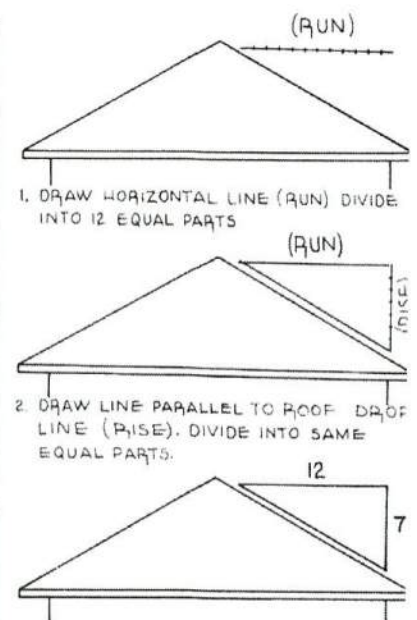
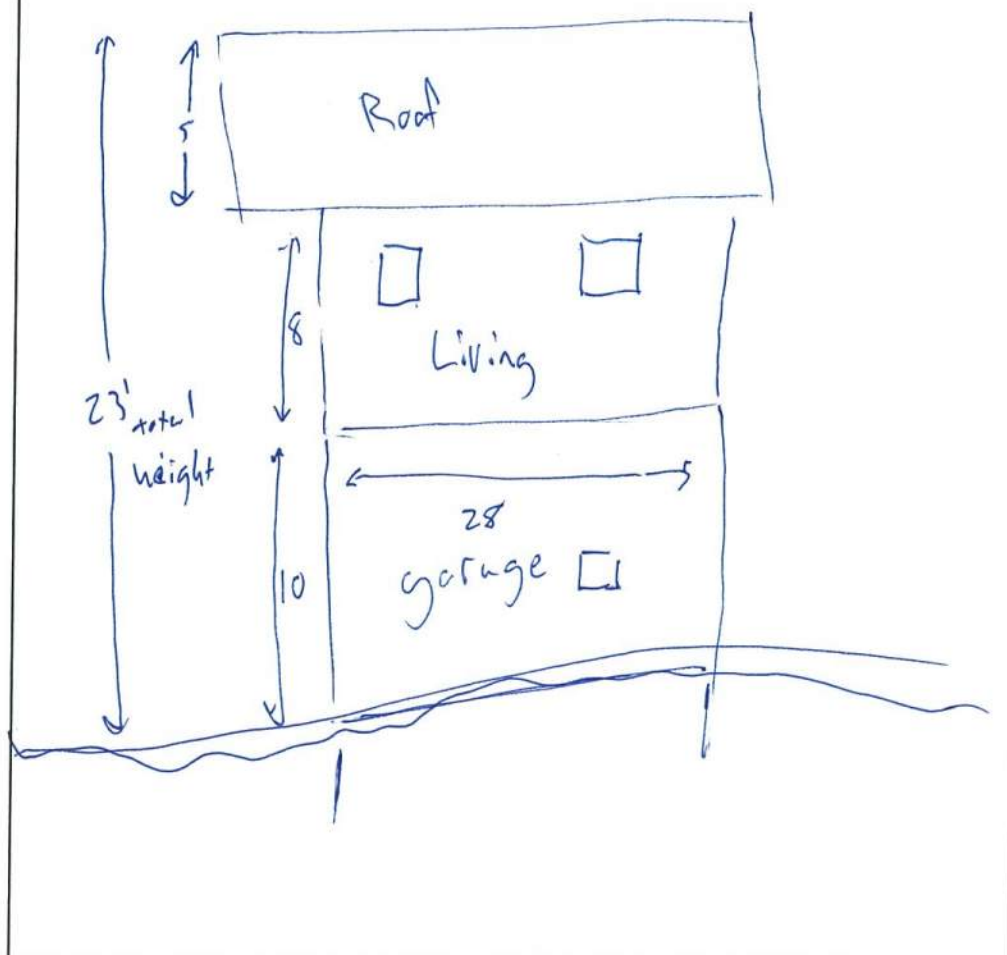


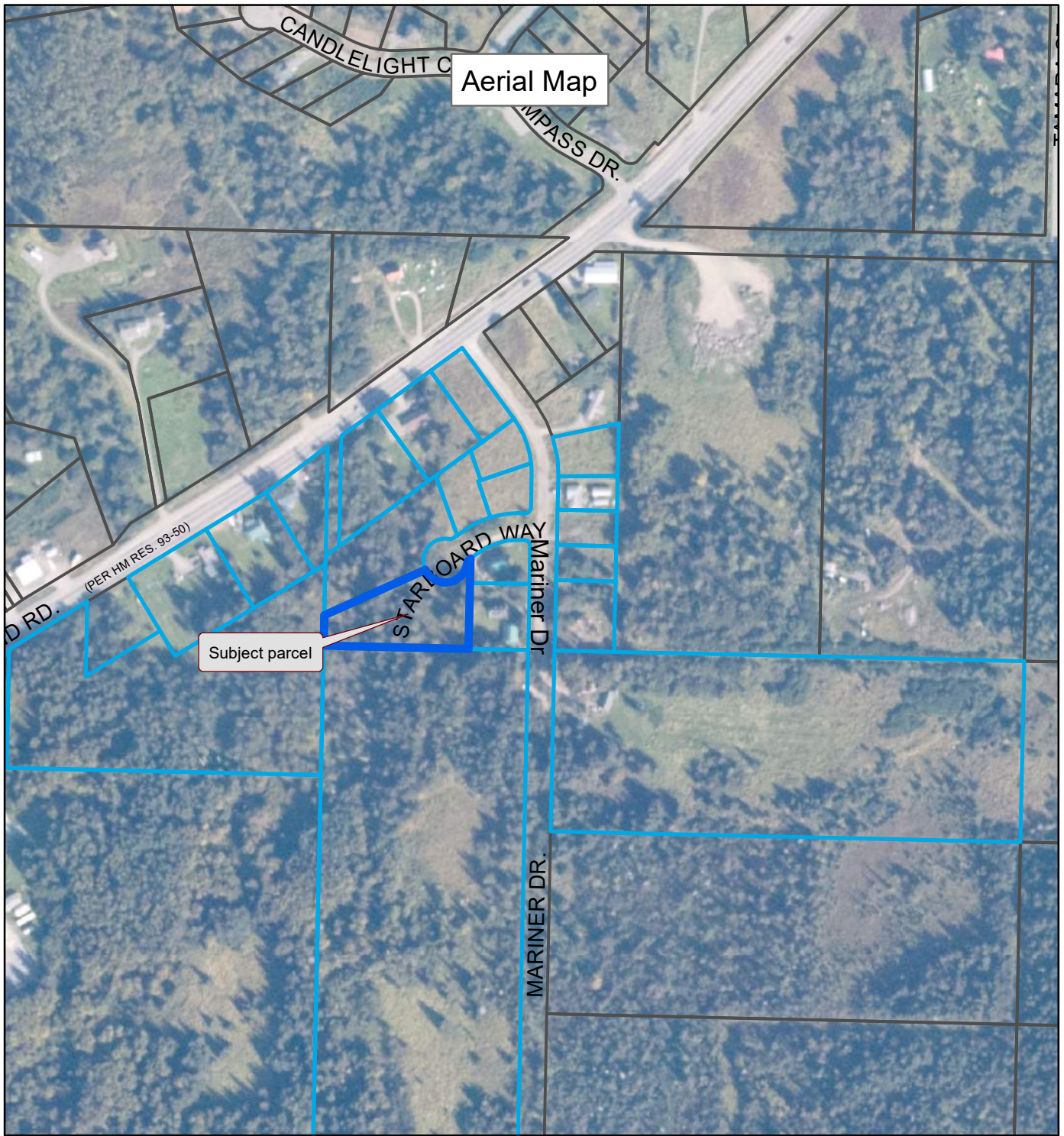
Example building elevation drawing (exterior view)

- ☐ Building height
- ☐ Wall dimensions
- ☐ Grade / topography



Draw your elevation(s) below or provide on separate sheet(s)





City of Homer
Planning and Zoning Department

10.8.20

Request for more than one building containing a permitted principle use

Marked lots are within 300 feet and
property owners notified.
2016 Imagery

0 150 300 Feet



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Staff Report PL 20-66

TO: Homer Planning Commission
THROUGH: Rick Abboud, AICP, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: October 21, 2020
SUBJECT: Building Height in the Medical District

Introduction

The City Council adopted Ordinance 20-59(A) Medical District on September 28th, 2020. Council voiced concern over the building height and struck the allowance for taller buildings. The maximum building height in the final ordinance is 35 feet. Council asks the Commission to revisit the 65 foot height limit. Council was concerned about view shed, and negative effects on property values. They would like the Commission to discuss the idea of a sub area that would define a smaller area where taller buildings would be allowed, and whether buildings over 35 feet are needed at all. Staff expects some input from South Peninsula Hospital but possibly not in time for the written packet.

Analysis and Staff Recommendation

The Commission spent a lot of time discussing height. Staff recommends two actions:

1. Each commissioner speak on a few points on why they support (don't support):
 - a. The 65 foot height limit
 - b. A sub area for allowing these buildings and where you would allow it
 - c. How view shed and property values would be impacted and your thoughts on that
2. If there is consensus, make a motion to amend the building height, or create a sub area for taller buildings.

Your comments will be provided back to Council along with any tentative recommendations. If a code amendment is desired, it will come back to the Commission in ordinance format.

Attachments

1. Council minutes of 9/28/20 not available at the time of packet production



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Staff Report PL 20-67

TO: Homer Planning Commission
THROUGH: Rick Abboud AICP, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: October 21, 2020
SUBJECT: Revision of the Community Design Manual and Large Retail Standards

Introduction

There are two distinct parts of code that staff has been thinking about for quite a while: the Community Design Manual (CDM), and Large Retail Standards (HCC 21.57). These guidelines and codes were adopted in the mid 2000's, with no updates since then. As Homer develops within these regulations, there are some issues that staff would like to bring to light for some new conversation.

Caveat: This is NOT about changing box store size standards.

Analysis

CDM

The CDM is a LENGTHY thirty eight page design review document. It's long and confusing for developers to work with, and requires substantial staff time for each review. Many of the ideas are excellent and still relevant, but some have been adopted into code so the CDM is redundant in a few areas. Staff would like to heavily revise and update the CDM so it is concise and easier to use. Staff proposes making a table of existing code and CDM components, with recommended changes. That document can be brought back to the Commission for discussion.

Specific points for review:

- ~Better describe how the CDM applies to existing structures and remodels
- ~Update siding and trim materials list, and color scheme guidelines
- ~Remove all items that are now in code, or codify those items that are common, such as partial dumpster screening

~Discuss parking lot landscaping in regard to remodels and expansions, including existing box stores

Large retail – HCC 21.57

The large retail section of code works for completely new construction. But there are some issues when existing structures want to expand, even for a minor expansion. Staff would like to conduct a code review with the Commission to identify hurdles to the expansion and continuation of our existing businesses. If Homer is to grow denser, our regulations need to encourage that outcome. Examples:

~Maximum parking requirements may be too stringent

~Landscaping requirements on developed sites ... would our community be better served with some tradeoffs?

~Large retail economic impact studies – when should they be required of existing retailers?

Staff Recommendation to provide input on the following:

1. Create a table of existing code and CDM components with recommended changes to be brought back to the Commission.
2. Conduct a code review of HCC 21.57 Large Retail to identify hurdles to the expansion and continuation of existing businesses.
3. Consider ways to involve the Economic Development Commission and relevant sections of the Comprehensive Plan in the dialogue.

Attachments

See CDM and HCC 21.57 online



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 8, 2020
SUBJECT: City Manager's Report for October 12th Council Meeting

RAVN Air Service

Shortly after our last meeting the “new” RAVN provided my office with a signed lease, I signed the lease the same day. There were two additional items that needed to be completed before air service could official resume, both are nearly complete. The “old” RAVN lease has been officially rejected by the debtor and the State of Alaska’s leasing office has indicated that it will approve the sublease (I expect this to happen before we meet October 12th). The date upon which RAVN will start flying commercial passengers in and out of Homer Airport is not known at this time, but I expect it will be relatively soon and well publicized within the community. I’d like to thank our partners at Float (RAVN), the Alaska Department of Transportation and Public Facilities Aviation Leasing Division, Attorney Gary Sleeper from JDO, and Rachel Friedlander from the City Manager’s office for your help in bringing air service back to Homer.

Site Visit with Army Corps of Engineers at Port & Harbor

Colonel Damon Delarosa took command of the U.S. Army Corps of Engineers - Alaska District in mid-August and visited with myself and Port Director Hawkins on September 29th. The Colonel was joined by the District’s Director of Programs and Project Management Randall Bowker. We had a productive conversation about the port’s history, present context, and plans for future expansion. I look forward to working with the Colonel and his staff on priority City projects along the Spit and in the port and harbor.

Campaign to Reduce Parking in Rights-of-Way

In my September 28th report, I noted that a team including staff from my office, Public Works, and the Homer Police Department were collaborating on some ways to change behaviors related to individuals who park vehicles and private property within City rights-of-way. Even now, before the first snow has fallen, Public Works crews are challenged by vehicles in the right-of-way as they attempt to grade gravel roads before the ground begins to freeze. We have developed basic messaging and some flyers/handouts which can be left on vehicles that are in violation of City code. The intent of this campaign is to start with proactive public education in the hopes that we don’t have to escalate to enforcement (i.e. fines or towing). Throughout the month of October, staff will continue to seek opportunities to get the “plows not parking” message out via different marketing channels.

2nd Quarter Sales Tax Review

Finance Director Walton has prepared some materials regarding sales tax and the second quarter numbers released by the Kenai Peninsula Borough. Her memo also includes some foundational discussion on the

basics of sales tax as a refresher to both Council and the public. The memo and attachments are included as enclosures to this report and are anticipated to be an item of discussion during Committee of the Whole.

Commission Staffing

I am making some changes in staffing to two of the City's commissions. The Economic Development Commission will be staffed by Deputy City Planner Julie Engebretsen and the Parks, Art, Recreation & Culture Advisory Commission will be staffed by Recreation Manager Mike Illg. Staff will work out handoff details to ensure as smooth of a transition for the Commissions as possible.

Homer Police Station Ribbon Cutting

A well-attended, yet COVID-conscious, ribbon cutting was held at the new Homer Police Station on October 8th. Mayor Castner and Chief Robl gave brief remarks before they were joined by Mayors Zak and Wythe to cut the ribbon. Due to COVID restrictions we weren't able to do tours of the facility, but a video tour of the building is forthcoming in the very near future to provide the public with a way to view the building despite the pandemic. I would like to thank Special Projects Coordinator Jenny Carroll for producing the event, and Library staffer Kevin Co for providing audio/visual support.

COVID-Related Updates

Staff Adaptation during COVID and Thoughts on Re-Opening

Chief Kirko and I, along with input from Public Health Nurse Lorne Carroll, have had discussions regarding COVID-related risk, adaptation, and threats for our City. I have attached a memo to this report which provides an in-depth discussion of how COVID risks are being assessed and what that means for City operations. COVID response is a dynamic process, and the attached document is a snapshot of how we perceive risk at this specific point in time during the pandemic. Our methods and processes are very likely to continue to change as the situation evolves.

COVID Signage Vandalism

COVID-related signage at WKFL Park and the Baycrest Overlook were damaged and/or stolen between the dates of September 29th and October 2nd. The banner at WKFL Park was stolen and City staff replaced it with a banner from a different location. The replacement banner was then slashed in half. Parks Maintenance removed the remnants of the banner and reported both events to the Police Department. At the Baycrest Overlook, the COVID banner was also stolen. The PIOs have ordered additional banners to replace those that have been either stolen or destroyed and will include some additional banners as backup in case this happens again.

Library Hours Update

On October 5th, the Library began admitting patrons to the building without appointments. Patrons are welcome to freely enter and exit the building at the following times on Monday through Friday: 10:00-11:30, 1:30-3:00, and 4:00-5:30. These times match the appointment-only hours which had been in effect previously. During periods when the doors are closed, staff clean the computer stations, bathrooms, and high-touch surfaces such as doorknobs and tables. Library Director Berry provided the following comments on the change to Library access protocols:

"We're conducting this experiment as a way of improving access for the community while still being mindful of the virus. So far, patrons have demonstrated remarkable consideration for everyone's health—wearing their masks, keeping up with social distancing and staying only as long as needed to complete their business. Everything obvious

Homer continue doing a stellar job of looking after one another, we will consider expanding the service windows and opening up more spaces. We appreciate every small step towards normality. Please help us stay open by taking care of those around you.”

HERG Video

In an effort to provide application assistance to households applying for Household Economic Relief Grant (HERG) funds, Special Project and Communications Coordinator Jenny Carroll and Library Director Barry teamed up to produce a short video: <https://vimeo.com/465083022>

CARES Act Funds Update

SBERG1 is complete and a final report from SBERG manager Jody Mastey is attached as an enclosure to this report. I am in negotiations with Ms. Mastey to help us process SBERG2 applications. We are approximately \$265,000 away from meeting the spending threshold for our second CARES Act funds disbursement from the State. I expect to provide updated stats and graphs as part of a supplemental packet. Checks for ERG programs are typically cut on Fridays and delaying this part of my report allows for a more accurate accounting of CARES Act expenditures at the Council meeting.

Enclosures:

1. Vehicles in the Right-of-way flyer
2. 2ND Quarter Sales Tax Review
3. Memo: City Organizational Framework for COVID Risk Assessment
4. Library flyers
5. SBERG1 Final Report from Program Manager Mastey
6. Letter of Support for Kachemak Bay State Parks Grant Application



The Right-of-Way is for

Plows Not Parking Graders Not Gardens Snow Storage Not SUVs



The City of Homer respectfully requests that you keep vehicles, fences, gardens, and other private property outside of the right-of-way.

The right-of-way is a space between the road and your property which is used for utilities, transportation of storm water via ditches, storage of snow when plowing, and other uses that benefit the public. Keeping this space clear allows the City's Public Works crews to provide critical services that protect property and keep you and your neighbors safe.

Vehicles parked in the right-of-way may be subject to fines and even towing if creating a hazard or blocking access to utilities.

If you have questions about the right-of-way and how it applies to your home or business, please call the City of Homer Public Works Department at 907-235-3170

Park the RIGHT way, NOT in the Right-of-Way



City of Homer

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Finance Department

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Memorandum

TO: Mayor Castner and Homer City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Elizabeth Walton, Finance Director
DATE: October 7, 2020
SUBJECT: 2nd Quarter Sales Tax Analysis

The purpose of this memo is to provide contextual information associated with the 2nd quarter sales tax figures.

Basic Sales Tax Information:

Sales tax is one of the primary drivers of revenue for the General Fund as it represents roughly 44% of total revenue for the FY20 budget. The sales tax rate for the City of Homer is 4.85%. Some components of the sales tax have dedicated purposes, while other portions of the tax cover the expenses associated with providing core services. Dedicated purposes of the City of Homer share of sales tax are as follows: HART (3/4 of 1%), HAWSP (3/4 of 1%), Public Safety Operations and Infrastructure (0.35%).

An important reminder is that the City of Homer does not collect sales tax directly. The City elects for the Kenai Peninsula Borough (KPB) to collect, administer and then remit sales tax revenue to us. KPB remits sales tax revenue to the City on a monthly basis, but there is a two month “lag” in the revenue received. This means that the revenue that is received by the City in one month is not a reflection on sales tax actually earned in that particular month. Finance makes an accounting entry at the end of the year to adjust for this delay. This is important to keep in mind when comparing sales tax revenue received vs. taxable sales.

Other Major Revenue Sources:

Although sales tax represents a significant majority of General Fund revenue it is also important to look at the other major components of revenue. These components are property tax and operating transfers.

Property taxes represent another significant component of revenue collected for the General Fund and it represents roughly 28% of total revenue for the FY20 budget. It is important to keep in mind that property tax revenue is primarily collected in September and November. However, this year we did see a spike in property tax revenue collected in July due to the early PFD payment. Therefore, we could see a slight drop in revenue collected in our normal timeframes as some property owners opted to pay this tax early.

Operating transfers are also significant for the General Fund and they represent roughly 16% of total revenue collected for the FY20 budget. Operating transfers for the General Fund include transfers from other funds (water/sewer, Port, HAWSP and HART) for overhead. Also included in this transfer figure is the allowable transfer from HART for roads and trails maintenance.

Current Climate and Potential Budgetary Impacts:

It is important to understand that the economic climate created by the COVID emergency puts the City in a constant stage of change. Our budget methodology incorporates data regarding historical revenue received and that has allowed for the City to experience less significant impacts associated with the uncertainty of the economic climate. For example, the City did not incorporate remote sales tax in the budget for FY20 revenue as we had yet to experience it.

There is always a huge focus on comparative data and performing an analysis on historical trends. The City has experienced several significant changes with sales tax collection over the last couple of years and it makes it difficult to find a “normal” year. These changes include diverting HART sales tax, transferring allowable HART revenue, and the increase in sales tax to cover bond payment and long term maintenance. In order to find a “normal” year we would have to go back at least 4 years and that can pose its own complications, as spending trends have evolved over time. It is important to keep these factors in mind when reviewing historical data and attempting to identify a “normal” year.

If the current economic situation remains, there is a potential for the City to tap into other financial sources to maintain operations. Council took great strides when updating HCC 3.05.049, which created an emergency fund balance within the General Fund. It is important to continue to monitor the financial status of the individual funds within the City and make spending decisions that don’t require the frequent use of our emergency funds or other reserve funds.

The Federal Government provided the City of Homer with \$7,899,085.29 in CARES funding and the Kenai Peninsula Borough provided the City with an additional \$2,251,058.85. This funding has allowed the City to infuse a significant amount of money into the local community through grants for local businesses, nonprofits and households. Please note that the City is not able to utilize this funding as revenue replacement and cannot be used to fill gaps left by weakened sales tax receipts.

The current fiscal climate created by the COVID emergency has brought significant operational challenges citywide. The City has taken a conservative approach to spending to ensure it is able to continue to provide core services to the community during an uncertain time. While reviewing current year financial reports it is important to remember that the decreased spending is a sign that some repairs and maintenance work may have been delayed in an effort to protect the City’s financial status this fiscal year. There could be requests in the coming fiscal years to make up for this deferment, as the expenses were not simply cut.

Enclosures:

Accompanying this memo are four documents to help provide context to the historical trends associated with sales tax revenue.

Attachment A provides a data set of sales tax revenue collected on a quarterly basis going back to 2015. The sales tax data is broken out by the funds that received a portion of the total revenue. One thing to note is that HART sales tax was diverted into the General Fund for fiscal years 2016-2018. In 2019, HART began receiving their respective share of the overall revenue. Also to note in 2019, the sales tax rate increased to fund debt service payments and maintenance of the police station facility.

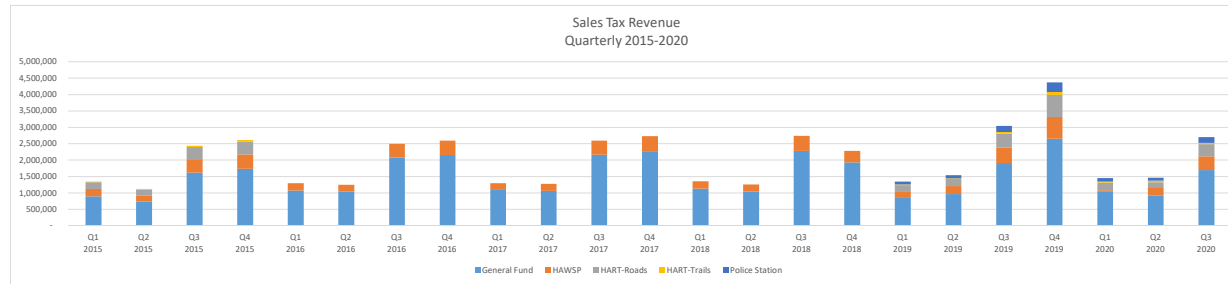
Attachment B provides a data set of sales tax revenue collected thru the 3rd quarter of each fiscal year going back to 2015. The purpose of this chart is to provide YTD sales tax revenue comparison with previous fiscal years.

Attachment C provides a data set comparing the Lines of Business (LOB) taxable sales on a quarterly basis back to 2016. The LOB categories are determined and reported by KPB.

Attachment D provides a data set of LOB taxable sales for the 2nd quarter going back to 2016. Looking at this attachment you can see that almost all of the business sectors experienced some level of a loss in taxable revenues. The biggest dollar share in taxable sales comes from the retail trade sector and it only experienced roughly a 5% loss comparative to the 2nd quarter in 2019. Most of the more significant sectors that experienced the more sizable losses are connected to the tourism industry. Overall, the City experienced a roughly 18% decrease in taxable sales comparative to the 2nd quarter in 2019.

Attachment A
Quarterly Sales Tax Revenue
Presented October 12, 2020

	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020
General Fund	901,537	748,551	1,628,397	1,744,277	1,081,421	1,045,450	2,084,965	2,164,351	1,098,377	1,068,738	2,167,895	2,282,295	1,136,958	1,049,686	2,285,324	1,937,016	848,744	972,481	1,917,010	2,656,754	1,058,824	924,369	1,700,041
HAWSP	225,384	187,138	407,099	435,992	216,284	209,096	417,093	433,081	203,692	213,799	433,683	456,366	227,446	209,988	457,167	349,894	208,708	239,135	471,396	663,850	31,541	227,304	418,043
HART-Roads	202,846	168,424	366,389	392,393	-	-	-	-	-	-	-	-	-	-	-	-	187,837	215,221	424,256	675,890	234,330	182,762	376,239
HART-Trails	22,538	18,714	40,710	43,289	-	-	-	-	-	-	-	-	-	-	-	-	20,871	23,913	47,140	81,879	26,037	44,542	41,804
Police Station	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	83,483	95,654	188,558	297,006	104,147	90,922	167,217
Total	\$ 1,352,305	\$ 1,122,827	\$ 2,442,596	\$ 2,615,951	\$ 1,297,705	\$ 1,254,546	\$ 2,502,058	\$ 2,597,431	\$ 1,302,069	\$ 1,282,537	\$ 2,601,579	\$ 2,738,660	\$ 1,364,404	\$ 1,259,673	\$ 2,742,491	\$ 2,286,910	\$ 1,349,642	\$ 1,546,404	\$ 3,048,360	\$ 4,375,378	\$ 1,454,878	\$ 1,469,898	\$ 2,703,344

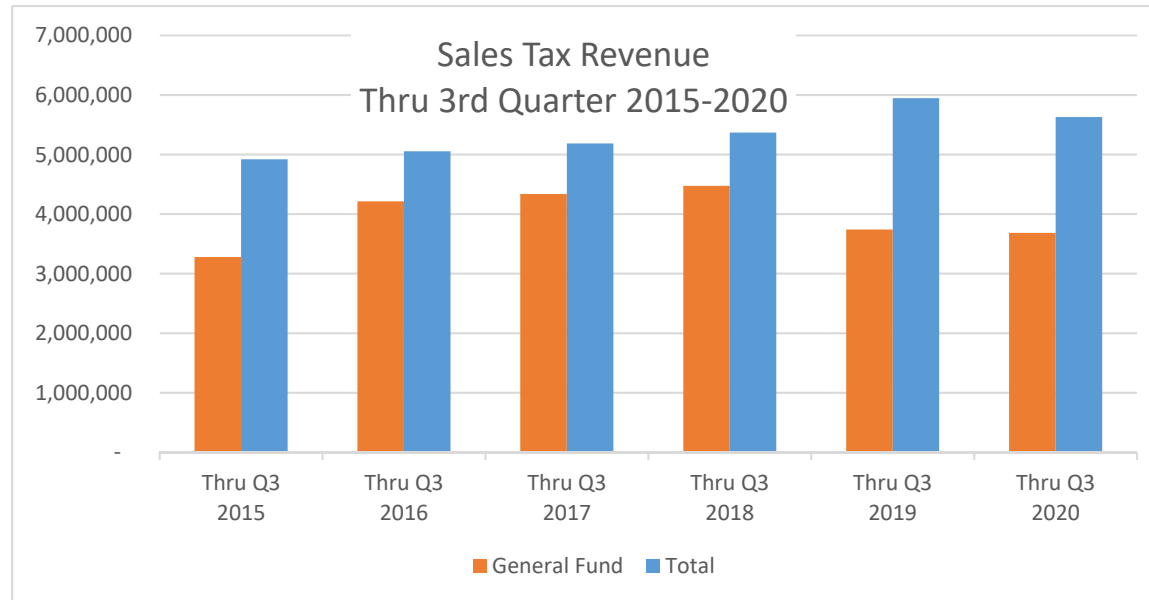


Key Points:
- HART Sales Tax was diverted into the General Fund from 2016-2018
- Sales Tax increased in 2019 to fund debt service payments associated with Police Station bond

Attachment B

Thru Third Quarter Sales Tax Revenue
Presented October 12, 2020

	Thru Q3 2015	Thru Q3 2016	Thru Q3 2017	Thru Q3 2018	Thru Q3 2019	Thru Q3 2020
General Fund	3,278,486	4,211,836	4,335,011	4,471,968	3,738,234	3,683,234
HAWSP	819,621	842,474	851,174	894,601	919,238	676,887
HART-Roads	737,659	-	-	-	827,314	793,330
HART-Trails	81,962	-	-	-	91,924	112,383
Police Station	-	-	-	-	367,695	362,285
Total	4,917,729	5,054,310	5,186,185	5,366,569	5,944,405	5,628,120



Attachment C
Quarterly LOB Taxable Sales
Presented October 12, 2020

	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020
ADMINISTRATIVE, WASTE MAN	214,519	307,936	401,661	224,073	207,412	305,688	336,793	164,649	155,528	203,986	204,971	155,250	136,996	210,867	202,322	166,876	126,571	115,955
AGRICULTURE, FORESTRY, FI	4,143	110,003	144,270	22,190	14,600	144,996	205,859	49,869	33,710	203,853	234,217	37,022	640,248	155,585	202,286	44,149	18,712	111,415
ARTS AND ENTERTAINMENT	253,949	417,206	677,310	268,703	249,016	472,227	674,135	328,352	249,287	501,469	737,507	277,357	253,475	545,213	731,228	303,677	216,312	165,688
CONSTRUCTION CONTRACTING	372,572	477,737	486,586	406,932	484,978	438,379	381,548	372,787	315,934	409,170	385,926	386,079	333,640	353,421	336,222	364,590	367,431	392,005
EDUCATION SERVICES	66,901	50,233	47,609	73,547	71,272	52,994	53,633	66,973	61,687	54,866	55,190	78,859	58,316	56,828	75,184	90,528	72,931	42,283
FINANCE AND INSURANCE	15,710	17,884	16,893	16,324	19,204	23,980	28,566	30,128	27,385	25,820	25,924	27,189	28,275	31,896	29,481	26,563	26,553	19,785
GUIDING LAND	41	65,599	132,975	500	-	94,324	169,829	5,898	-	105,778	228,047	-	-	123,664	258,602	-	-	42,822
GUIDING WATER	104,823	2,687,936	6,225,895	78,346	36,497	2,697,548	6,158,152	117,984	79,447	2,869,368	6,061,804	134,694	187,753	2,973,716	5,988,975	120,809	110,697	1,359,274
HEALTH CARE AND SOCIAL AS	45,037	76,757	131,576	63,034	77,243	126,554	134,541	54,418	80,890	95,062	80,786	50,658	78,958	82,195	45,090	38,063	21,795	15,422
HOTEL/MOTEL/BED & BREAKFA	1,789,574	4,657,728	7,026,750	1,712,384	1,532,096	4,558,923	7,153,924	1,641,953	1,490,223	4,422,516	7,518,922	1,455,582	1,543,084	4,457,808	8,375,973	1,734,109	1,279,481	2,828,851
INFORMATION	1,127,408	1,115,491	1,108,504	1,043,506	1,020,993	1,084,186	1,093,603	985,693	972,981	1,061,677	1,031,736	1,008,965	984,852	978,052	1,037,924	992,162	983,669	883,165
MANAGEMENT OF COMPANIES	-	-	-	-	-	-	-	-	-	-	-	-	-	126,214	311,026	-	-	10,508
MANUFACTURING	237,863	470,938	581,747	326,180	225,385	503,806	633,841	318,410	249,843	530,866	641,802	339,803	281,903	602,471	715,234	406,462	344,961	505,214
MINING/QUARRYING	-	-	-	-	500	-	-	-	-	-	150	150	150	1,150	10,926	19,981	3,220	14,961
PROFESSIONAL, SCIENTIFIC	654,874	773,463	732,636	647,970	698,422	708,767	771,398	700,387	691,012	756,620	770,672	680,434	648,929	780,729	761,163	635,037	702,504	767,048
PUBLIC ADMINISTRATION	644,546	954,300	2,150,884	1,188,557	1,100,933	1,309,629	2,560,676	999,094	816,016	1,427,693	2,458,720	1,143,132	829,928	1,432,237	2,845,900	1,022,188	971,581	1,368,423
REMEDATION SERVICES	32,704	-	-	-	32,666	-	-	-	38,717	-	-	-	33,767	-	-	-	-	-
RENTAL COMMERCIAL PROPERTY	42,061	59,602	63,881	59,815	58,558	96,775	101,707	61,466	69,250	85,800	130,158	64,428	196,565	99,765	95,207	60,191	58,935	80,696
RENTAL NON-RESIDENTIAL PRO	128,148	170,232	256,561	171,965	128,347	180,793	246,013	146,382	144,070	187,303	238,829	148,707	138,064	183,990	234,955	126,417	92,816	90,896
RENTAL OF SELF-STORAGE &	249,716	296,770	643,544	385,338	201,259	248,428	561,005	284,593	232,561	265,933	528,323	276,934	217,415	272,863	537,757	294,635	231,287	271,739
RENTAL PERSONAL PROPERTY	132,816	166,630	229,364	147,841	138,081	197,202	242,233	150,791	148,701	210,142	259,883	157,676	141,064	221,419	229,691	174,262	165,835	194,678
RENTAL RESIDENTIAL PROPERTY	1,020,110	1,510,996	1,799,042	1,052,578	1,035,396	1,512,623	1,835,339	1,140,120	1,146,434	1,638,398	1,880,675	1,089,752	1,077,295	1,559,698	1,834,018	1,116,156	1,101,887	1,402,570
RESTAURANT/BAR	3,145,686	6,149,338	8,195,446	3,149,958	2,787,404	6,211,565	8,780,547	3,337,515	3,101,373	6,773,895	9,542,688	3,482,700	3,179,549	6,655,645	9,553,633	3,501,273	2,514,895	3,762,292
RETAIL TRADE	12,275,910	24,767,175	29,665,962	14,894,226	12,505,192	24,992,523	30,421,714	15,948,127	12,769,708	27,043,054	34,053,544	17,314,037	14,151,272	26,325,212	34,490,183	18,463,774	15,612,943	27,598,497
SERVICES	1,675,348	2,384,956	2,202,016	1,708,265	1,799,351	2,703,585	2,645,475	2,078,565	1,894,742	2,768,109	2,305,938	2,071,964	1,749,725	2,471,128	2,586,137	2,001,089	1,608,833	2,196,866
TELECOMMUNICATIONS	387,800	396,570	419,879	430,659	408,560	430,719	428,326	440,014	449,669	469,468	511,781	534,464	401,118	338,293	332,138	334,477	335,461	440,569
TELECOMMUNICATIONS-CABLE	75	653	235	130	627	642	1,811	2,771	574	1,202	1,305	519	495	6,604	691	429	861	516
TIMBERING	487	-	-	-	500	-	430	-	-	-	-	500	505	-	-	-	-	-
TRANSPORTATION AND WAREHO	141,573	664,934	1,110,780	144,554	190,285	780,040	1,569,692	178,728	177,563	853,236	1,545,966	168,374	196,800	884,990	1,410,586	165,792	195,409	347,778
UTILITIES	2,070,114	1,772,903	1,602,262	1,993,120	2,322,217	1,992,650	1,795,759	2,156,588	2,445,497	2,058,123	1,757,390	2,045,862	2,503,521	2,114,934	1,727,760	2,028,860	2,710,459	2,197,539
WHOLESALE TRADE	231,382	340,526	193,516	404,805	262,379	317,823	214,032	421,454	325,567	355,069	298,755	355,568	296,494	390,950	280,016	223,920	273,328	338,319
TOTAL	27,065,890	50,864,496	66,247,784	30,615,500	27,609,373	52,187,369	69,200,581	32,183,709	28,168,369	55,378,476	73,491,609	33,486,659	30,290,138	54,437,537	75,240,308	34,456,469	30,149,367	47,565,777

Attachment D

2nd Quarter LOB Taxable Sales
Presented October 12, 2020

	2016	2017	2018	2019	2020	% Δ 2020 - 2019
ADMINISTRATIVE, WASTE MAN	307,936	305,688	203,986	211,749	115,955	-45%
AGRICULTURE, FORESTRY, FI	110,003	144,996	203,853	160,020	111,415	-30%
ARTS AND ENTERTAINMENT	417,206	472,227	501,469	548,940	165,688	-70%
CONSTRUCTION CONTRACTING	477,737	438,379	409,170	373,100	392,005	5%
EDUCATIONAL SERVICES	50,233	52,994	54,866	56,928	42,283	-26%
FINANCE AND INSURANCE	17,884	23,980	25,820	36,654	19,785	-46%
GUIDING LAND	65,599	94,324	105,778	125,677	42,822	-66%
GUIDING WATER	2,687,936	2,697,548	2,869,368	2,985,820	1,359,274	-54%
HEALTH CARE AND SOCIAL AS	76,757	126,554	95,062	62,473	15,422	-75%
HOTEL/MOTEL/BED & BREAKFA	4,657,728	4,558,923	4,422,516	4,629,194	2,828,851	-39%
INFORMATION	1,115,491	1,084,186	1,061,677	978,052	883,165	-10%
MANAGEMENT OF COMPANIES	-	-	-	126,214	10,508	-92%
MANUFACTURING	470,938	503,806	530,866	756,819	505,214	-33%
MINING/QUARRYING	-	-	-	1,150	14,961	1201%
PROFESSIONAL, SCIENTIFIC	773,463	708,767	756,620	785,571	767,048	-2%
PUBLIC ADMINISTRATION	954,300	1,309,629	1,427,693	1,432,737	1,368,423	-4%
REMEDIATION SERVICES	-	-	-	-	-	0%
RENTAL COMMERCIAL PROPERT	59,602	96,775	85,800	99,765	80,696	-19%
RENTAL NON-RESIDENTAL PRO	170,232	180,793	187,303	184,240	90,896	-51%
RENTAL OF SELF-STORAGE &	296,770	248,428	265,933	272,863	271,739	0%
RENTAL PERSONAL PROPERTY	166,630	197,202	210,142	221,419	194,678	-12%
RENTAL RESIDENTAL PROPERT	1,510,996	1,512,623	1,638,398	1,632,238	1,402,570	-14%
RESTAURANT/BAR	6,149,338	6,211,565	6,773,895	6,848,886	3,762,292	-45%
RETAIL TRADE	24,767,175	24,992,523	27,043,054	29,033,873	27,598,497	-5%
SERVICES	2,384,956	2,703,585	2,768,109	2,701,456	2,196,866	-19%
TELECOMMUNICATIONS	396,570	430,719	469,468	337,618	440,569	30%
TELECOMMUNICATIONS-CABLE	653	642	1,202	6,282	516	-92%
TIMBERING	-	-	-	-	-	0%
TRANSPORTATION AND WAREHO	664,934	780,040	853,236	925,578	347,778	-62%
UTILITIES	1,772,903	1,992,650	2,058,123	2,114,934	2,197,539	4%
WHOLESALE TRADE	340,526	317,823	355,069	398,831	338,319	-15%
TOTAL	50,864,496	52,187,369	55,378,476	58,049,081	47,565,777	-18%



City of Homer

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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 8, 2020
SUBJECT: City Organizational Framework for COVID Risk Assessment

There has been a growing interest in how the City is determining risk and modifying its operations in the face of the COVID-19 pandemic. At this time, the City is very much open for business and virtually all services are available, although some have required modifications to reduce COVID-related risks for staff and the public. Our staff, with support from the City Council, have done an excellent job adapting to our current COVID situation. The public should also be applauded for their flexibility in accepting modified methods of doing business with the City, it is very much appreciated.

Since my arrival in mid-August 2020, I have been having discussions with the leadership team attempting to determine what is appropriate for our local context in regards to opening facilities and interacting with the public for the current phase of the COVID emergency. As an organization, we are focusing on maintaining uninterrupted service delivery. Because an outbreak among staff could have major implications for the delivery of these critical services, I have continued to take a similar, conservative approach to how “open” City operations are that was in place when I arrived in Homer.

This memo will show how Homer fits into the global pandemic, what triggers are likely to impact our local system, the general overview of the “stoplight” framework staff is developing to assess operational risk levels, and the current state of the organization in regards to perceived risk and facility statuses.

The Big Picture: How Homer Fits into a Global Pandemic

The nature of a local government facing an emergency is to view the challenges and opportunities through a local lens. This is useful in a discrete event which impacts a limited geographic area. When faced with a global challenge, local governments must expand their thinking to include the impacts of systems outside of their jurisdictional boundaries.

Judging by the Southern Kenai Peninsula (SKP) Average Daily Incident Rate in conjunction with the SKP total case count and the Homer seven and fourteen day rolling averages, we are doing great as a community. However reports of rising case counts throughout the State of Alaska need to be accounted for within our risk assessments because they impact the available number of beds for COVID patients in the State. For instance, if there are no hospital beds for COVID patients in Anchorage, that reduces the resiliency of our local system.

The illustration in Figure 1 shows the series of geographical systems in which Homer/SKP is nested. Risk factors in systems above Homer can cascade down through this model creating increased COVID risk, even if COVID isn't currently prevalent within the immediate community.

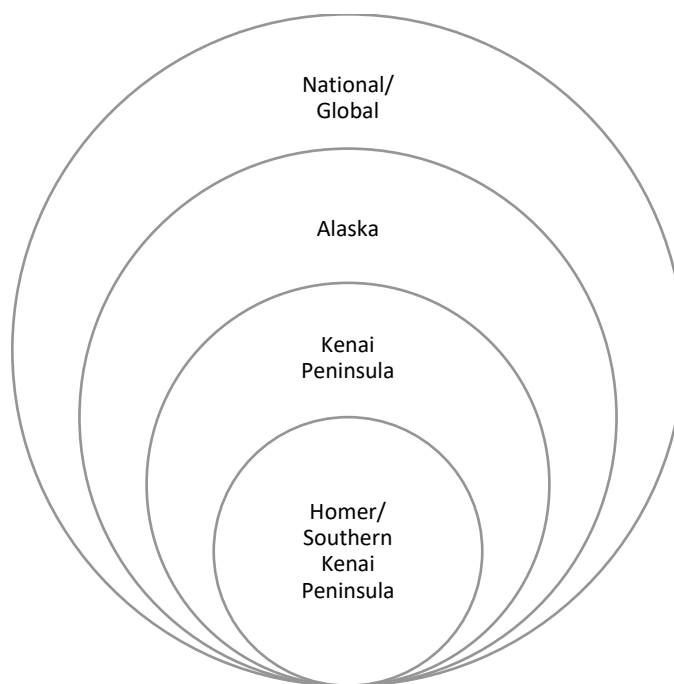


Figure 1: Systems which contribute to COVID risk in Homer

Triggers Potentially Impacting Homer/Southern Kenai Peninsula

When assessing COVID-related risks to the organization, we need to consider local and external factors. Table 1 shows examples of factors at the levels described in Figure 1. What this document does not include is specific number thresholds. Specific numbers, or ratios, are a discussion that staff needs to continue to have with Public Health professionals. Additionally, numeric baselines are likely to shift over time as circumstances change throughout all of our interconnected systems.

Table 1: Factors impacting COVID risk at different system levels

GEOGRAPHIC SYSTEM	POTENTIAL RISK IMPACT FACTORS
HOMER/SOUTHERN KENAI PENINSULA	<ul style="list-style-type: none"> • Rolling average of active COVID cases in Homer/SKP • Number of COVID cases in City organization • Known exposure of City staff • Available COVID beds in Homer • Loss of access to local testing • Unrelated local emergency (i.e. earthquake, tsunami, fire, etc.) • Spread of influenza
KENAI PENINSULA	<ul style="list-style-type: none"> • Rolling average of active COVID cases as reported by Kenai Peninsula Borough • Community transmission connected to popular regional shopping destinations for Homer residents (i.e. Fred Meyer in Soldotna) • Unrelated regional emergency (i.e. earthquake, tsunami, fire, etc.)
STATE OF ALASKA	<ul style="list-style-type: none"> • State public health orders • Number of COVID cases as reported by the State • Available COVID beds in Anchorage • Significant decrease in the Statewide ability to process COVID tests

NATIONAL/GLOBAL	<ul style="list-style-type: none"> • Unrelated emergency with significant impact on Statewide systems • National public health orders • Development of a vaccine • Availability of influenza vaccines
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Homer Stoplight Risk Assessment Framework

A red, yellow, green “stoplight” approach has become popular within the region and is used by school districts and other local governments. In coordination with the Fire Chief/EOC Incident Commander, we have been developing a City of Homer-appropriate stoplight model that factors in local context, regional context, and higher level national/global concerns. Our model includes an extra stop, orange, because the connotation of a “green” status that includes COVID restrictions is confusing to the public.

RISK LEVEL	GENERAL DESCRIPTION
GREEN	<ul style="list-style-type: none"> • No COVID Emergency exists
YELLOW	<ul style="list-style-type: none"> • Regular operations, continue to wear masks and practice social distancing • Most City doors can be opened to the public • Meetings can be held in person in spaces that can accommodate social distancing or other COVID precautions • General City COVID safety messaging continues; City and community maintain constant vigilance and continue to observe all CDC recommended guidelines
ORANGE	<ul style="list-style-type: none"> • City closes majority of facilities to the public, but continues normal operations inside • Meetings should be limited to small numbers of participants within large open spaces (i.e. garages, Council Chambers, etc.), or held outdoors • City COVID safety messaging to suggest that bars, restaurants, and other places people gather consider restricting their operations
RED	<ul style="list-style-type: none"> • City closes facilities to public and reverts to a distributed (remote) work model as much as possible • Meetings should be held by Zoom, phone, or in small numbers outdoors with masks and social distancing • City COVID safety messaging encourages maximum COVID safety measures (expected that the State would likely issue orders to close and/or quarantine when we hit this stage)

While the framework presented here is focused specifically on City operations, I believe public broadcast of the City’s perceived COVID risk level would influence the actions of some individuals, businesses, and other organizations throughout the community. Because the City lacks specific health powers, we cannot direct others to take particular health protection measures. We can, however, be a good role model for others and strive to provide public information that is clear, accurate, and focused on maintaining health and safety within the community.

Current City Status

My opinion, which is in concurrence with the Fire Chief/EOC Incident Commander, is that the City is currently operating under “Yellow” conditions. At a local and Kenai Peninsula level, case counts are low, local hospital beds are available for COVID patients, there has not been a major influenza outbreak, and there is not an ongoing co-emergency stressing City resources. At a State level, the case counts in Anchorage are reportedly on the rise and available beds for COVID patients are reported to be decreasing. At a national level, no vaccine

is available. If the conditions in Anchorage degrade significantly, it may result in a shift from “Yellow” to “Orange” for City operations.

Regarding the current status of City facilities, while some doors remain locked, the City has been open for business throughout the COVID event with exception of some short disruptions at the very beginning of the emergency. Table 2 provides a breakdown of facilities important to public-facing City operations and information concerning their open status and notes on modifications to either processes or physical environments.

Table 2: City facility open/closed statuses

FACILITY	OPEN?	NOTES
AIRPORT	No	Airport is not closed for COVID, it is waiting for RAVN to resume services
CITY HALL	Yes for voting and public meeting participation; By appointment only for all other visits	Plexiglass barriers have been installed at various counters throughout the building; signage regarding masks and social distancing has been posted
HARBORMASTER’S OFFICE	Yes	Front office has been modified with plexiglass barriers; signage regarding masks and social distancing has been posted
HOMER FIRE HALL	Yes, by appointment only	Most non-emergency business with the Fire Department can be achieved via phone and internet
HOMER POLICE DEPARTMENT	Yes	The public can access the lobby of the recently opened building
LIBRARY	Yes, with limited hours	Implemented curb-side pick-up followed by appointment-only visits, recently shifted to accept walk-ins during certain hours; plexiglass barriers installed at public counters; additional “no touch” methods doing library business are being acquired
PUBLIC WORKS CAMPUS	Yes, limited access by appointment only	Most public business with Public Works can be achieved via phone or internet
RECREATION FACILITIES: HERC	Yes, limited access by appointment only	Limited opportunities for small groups to participate in pickleball, Zumba, non-contact karate, and social bubble open gym
RECREATION FACILITIES: SCHOOL DISTRICT	No	Facilities are currently off-limits to City programs per the School District’s direction

Looking Forward

The response to COVID continues to evolve and the analysis and framework within this memo are expected to change with the situation. My office, in coordination with the EOC, will continue to evaluate the situation

and our response as it applies to the day-to-day operations of the City organization. As we recognize shifts in the risk landscape, we will adjust operations as necessary. Anytime a significant adjustment is made the City's status, City Council will receive notification from the City Manager.

Doors open Monday-Friday

10:00-11:30

1:30-3:00

4:00-5:30

Curbside pickup Monday-Friday

10:00-5:45

Help us stay open! Masks are required in city buildings (but we're happy to give you one). Please keep your distance from other patrons. Brief visits are best.



Homer Public Library

Call 907-235-3180 or email us at

circ@ci.homer.ak.us

Library is full!

Please wait a little
while



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For the sake of public health, we ask patrons not to crowd the building. We will welcome you in when there are fewer people here!

Small Business Economic Relief Program (SBERG) Program

UPDATE 10.07.20

412 TOTAL APPLICATIONS

279 online

133 paper

356 TOTAL APPROVED APPLICATIONS

07.06.20 **68 applications** have been approved and turned into finance department

07.13.20 **58 applications** have been approved and turned into finance department

07.20.20 **38 applications** have been approved and turned into finance department

07.27.20 **36 applications** have been approved and turned into finance department

08.03.20 **31 applications** have been approved and turned into finance department

08.10.20 **25 applications** have been approved and turned into finance department

08.17.20 **21 applications** have been approved and turned into finance department

08.24.20 **11 applications** have been approved and turned into finance department

08.31.20 **5 applications** have been approved and turned into finance department

09.08.20 **21 applications** have been approved and turned into finance department

09.14.20 **10 applications** have been approved and turned into finance department

09.21.20 **15 applications** have been approved and turned into finance department

10.01.20 **16 applications** have been approved and turned into finance department

10.08.20 **01 applications** have been approved and turned into finance department

\$1,068,000 TOTAL GRANTS AWARDED

21 APPLICATIONS VOIDED - voids due to duplicate application or incorrect information on application

20 APPEALS

16 - applications approved

04 - applications denied

35 TOTAL DENIED APPLICATIONS

[10] Not in City Limits

[7] Nonprofit - Does not collect sales tax

[2] General tax exempt - medical - one business does not have a current business license, the other never filed an appeal after tax exempt status was incorporated into approval criteria.

[4] General tax exempt - commercial fishing

[4] New business - collected sales tax after 1st quarter 2020

[3] Business Closed

[4] Not Compliant with KPB sales tax division

[1] duplicate - business did not confirm duplicate application



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Eric Clarke
Alaska State Parks
95 Sterling Hwy Ste. 2
Homer AK, 99603

September 21, 2020

Mr. Clarke,

The City of Homer is in support of Kachemak Bay State Park's efforts to receive grant funding for improvements along the existing Saddle Trail alignment from the trailhead to the junction of Glacier Lake Trail. The improvements proposed include reshaping the trail's tread surface, backslope, critical edge and the slope below the tread to ensure proper water drainage with minimal amount of erosion along slopes. Work will also remove a log causeway damaged last winter and construct a turnpike in its place.

With Kachemak Bay being a critical habitat area, any efforts to enhance trail safety while minimizing our footprint in the Park will be of great benefit to the environment and Homer residents and visitors alike.

Best,

Rob Dumouchel
City Manager

